

CHICOPEE HOUSING AUTHORITY
Agenda for the
REGULAR MEETING OF THE AUTHORITY
To be Held at
7 Valley View Court

December 12, 2007

1. Roll call, Members of the Authority:

Call to order at:

By:

Present:

Absent:

Chester Szetela ✓
Ruth Vanderlick ✓
Brian Hickey ✓
Charles Swider ✓
Bruce Socha ✓

Also in attendance were the following: Secretary James Lynch, Assistant Executive Director, Patricia Murry, Modernization Coordinator Donald Dunn, Maintenance Operations Manager David Dymek and Carmen Estrada, Recording Secretary

2. Tenant Organization Input

3. Reading of the Minutes of the Meeting held on November 28, 2007.

4. Reading of the Correspondence.

5. Payment of the Bills.

A tabulation of those bills to be paid is contained in the Member's folders

6. Committee Reports.

The Director of Finance has provided the following reports:

7. OLD BUSINESS

- A. An updating of the position comparability scheduled utilized in establishing benefits and compensation for administrative staff has been recommended and is currently in progress. A report will be presented

NEW BUSINESS

On December 5, 2007 the Authority publicly opened bids at 10:30 a.m. for structural repairs to termite damaged buildings at the Cabot Manor Apartments. Three bids were received by the published deadline for submittal. A bid tabulation is in the Member's folders. A report will be given.

Resolution required for an award of contract.

- B. (info) On November 30, 2007 the CHA received notice of a land taking (easement only) on CHA property located at the rear of the Fairhaven Apartments, Project 667-6. This easement is at the end of the parking lot exit at the rear of the property on Beaudry Avenue. No adverse impact from this action is anticipated.
- C. The Authority is in receipt of a notice from AFSCME, Council 93 representing maintenance employees of the CHA informing us of their desire to enter into negotiations for a successor agreement for the collective bargaining agreement that terminates on June 30, 2008.

A response is in order.
- D. The Authority is in receipt of an invoice in the amount of \$40,000.00 from the firm of New England Communities, Inc for their services related to the study of CHA properties and development options currently in progress. This invoice is in accordance with the terms of their contract.

- E. A change order (#5) to the contract between the CHA and Wonder Star Construction has been prepared for consideration. This change order reduces the cost of the contract by \$666.60 to reimburse the CHA for the cost of repairs to a fire alarm antenna damaged in the course of their work.

Resolution required.

- F. A change order (#6) to the contract between the CHA and Wonder Star Construction has been prepared for consideration. This change order increases the cost of the contract by \$88.96 to correct a change (#4) for the actual cost of repairs to the building roof damaged in the course of their work.

Resolution required

- G. A change order (#7) to the contract between the CHA and Wonder Star Construction has been prepared for consideration. This change order reduces the cost of the contract by \$4,500.00 to reflect the sealing the concrete block walls at the rear of the building. These walls did not pass the "absorption test" and will require work by others to meet intended standards.

Resolution required

- H. The Authority is in receipt of a Certificate of Final Completion and final invoice in the amount of \$18,269.08 from the firm of Wonder Star Construction for their services related to the cleaning and weatherproofing of the exterior masonry at the Canterbury Arms Apartments, Project MA 8-3. This certificate reflects all change orders and full acceptance of all work.

Resolution required.

- I. A change order (#1) to the Contract between the CHA and New England Door Closer for their services in the installation of electric door opening devices for the front and rear entrances at the Birch Bark Place Apartments (Project 667-8) has been prepared for the consideration of the Members. This Change order will decrease the total cost of the work by \$98.00 due to changes in the electric controllers used for the work.

Resolution required.

- J. The Authority is ~~in receipt~~ receipt of an invoice in the amount of \$700.00 representing annual dues to maintain agency membership in the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials. Membership in this association provides training opportunities for Authority employees and advocacy on housing issues. Renewal of membership is recommended.

Resolution required.

- K. The Authority is in receipt of a Certificate of Substantial Completion from the firm of New England Door Closer, Inc. for their services related to the installation of electrically operated entry door devices at the Birch Bark Place Apartments, Project 667-8. This establishes November 30, 2007 as the date of acceptance of the work and beginning of the warranty period.

Resolution required.

- L. The Authority is in receipt of a Certificate of Final Completion and Application for payment in the amount of \$18,745.20 from the firm of New England Door Closer, Inc. for their services related to the installation of electrically operated entry door devices at the Birch Bark Place Apartments, Project 667-8. Approval of these documents is recommended.

Resolution required.

- M. The Authority has prepared a change order (#1) to the contract between the CHA and Five Star Remodeling related to their services in repair of termite damage at the building located at 9-15 Plante Circle, Project MA 8-1. This change order reduces the contract cost by \$5,798.00 based upon unit prices carried in the bid specifications for work not required for completion of the repairs.

Resolution required.

- N. The Authority has prepared a change order (#2) to the contract between the CHA and Five Star Remodeling related to their services in repair of termite damage at the building located at 9-15 Plante Circle, Project MA 8-1. This change order increases the contract cost by \$5,901.00 based upon unit prices carried in the bid specifications for work not required for completion of the repairs.

Resolution required.

- O. The Authority is in receipt of an application for payment in the amount of \$21,118.00 from the firm of Five Star Remodeling, Inc for their services related to the repair of termite damage at 9-15 Plante Circle, a part of the Cabot Manor Apartments, Project MA 8-1. This invoice is in accordance with the terms of their contract.

Motion to pay.

- P. The Authority has received a letter from DHCD relative to the tort claim of Jonathan Garcia. A jury trial resulted in judgment for the plaintiff in the amount of \$55,250.00 and the CHA is instructed to issue a check in accordance with the judgment.

Resolution required.

- Q. The Authority is in receipt of an invoice in the amount of \$8,100.00 from the firm of Weston & Sampson Engineers, Inc for their services related to the design of underground pipe replacements and site improvements at the Leo P. Senecal Apartments, Project 200-1. This invoice is in accordance with the terms of their contract.

Motion to pay.

- R. The Authority is in receipt of an invoice in the amount of \$3,425.00 from the firm of Barrett CPA for their services related to the annual audit (IPA) conducted in accordance with federal requirements. This invoice is in accordance with the terms of their contract.

Motion to pay.

- S. Any other new business to come before the Board.

9. ADJOURNMENT

**The next REGULAR MEETING of the CHICOPEE HOUSING AUTHORITY
will be held on January 9, 2008**